



CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE

2760 N. Studebaker Road, Long Beach, CA 90815-1697

(562) 570-3100 • FAX (562) 570-3109

www.lbparks.org

MOON BOUNCE OPERATOR BUSINESS REQUIREMENTS CITY OF LONG BEACH

Thank you for your interest in becoming a Moon Bounce Operator for the Department of Parks, Recreation and Marine. As you are aware, the City of Long Beach requires that all Moon Bounce Operators provide evidence of insurance. Exhibit A outlines the City's requirements. In addition, the Long Beach Municipal Code (L.B.M.C. 3.80.210) requires all businesses operating in the City of Long Beach to pay a business license tax, which is assessed by business type.

3.80.230 Tax on recreation and entertainment.

Every person engaged in the business of recreation and entertainment in the City of Long Beach shall pay an annual business license tax to the city consisting of a flat tax of two hundred forty four dollars fifty eight cents (\$244.58), plus an additional tax in the amount of twelve dollars seventy cents (\$12.70) for each employee of such business based on its average number of employees (based upon CPI base year 2000). (Ord. C-7783 § 7, 2002; Ord. C-6837 § 5, 1990; Ord. C-6259 § 1 (part), 1986).

The following is a list of information you will be required to provide on your application. A copy of the application is enclosed for your convenience or you may visit www.longbeach.gov for additional information.

General Information

- Reason for application - indicate whether this is a new business, change of address for an existing business, change of ownership, or a secondary license to an existing business.
- Business structure - a sole proprietorship, partnership, corporation, limited liability partnership (L.L.P.), limited liability corporation (L.L.C.), or trust.
- Owner's name - if a partnership, the names of the partners; if a corporation, the name of the corporation as registered with the Secretary of State.
- Driver's License Number and Social Security Number of the owner or one of the partners or officers of a corporation.
- Business Name - the name used for the business other than owner's name (DBA discussed in Fictitious Name).
- Type of Business - state exactly what type of business activity you will be engaged in.
- Business Address - the exact location where the business activity is to be conducted.

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- Business phone number.
- Mailing Address - if other than the business address.
- Residence Address - if other than the business address.
- For a Partnership or Corporation, the name(s) and residence address(es) of the owner, partners or principal officers of the corporation and their titles and percent ownership in the business.

Business Operations Information

- The date the proposed business will start in Long Beach.
- The number of employees - including owner, manager, partner etc., as well as family members that work in the business. (For further information see definition of employee).
- Federal Tax Identification number.
- State Sales Tax number (seller's permit)
- Whether your business requires a state license and if so, the license number, classification and renewal date.

To apply for a business license in person, visit the business license desk at:

*City of Long Beach
333 W. Ocean Boulevard, 4th Floor
Long Beach, CA 90802*

NEW HOURS: *Monday, Tuesday, Thursday and Friday, 7:30 a.m. - 4:30 p.m.*

Wednesday, 8:30 a.m. - 4:30 p.m.

Phone Number: (562) 570-6211

In order to be eligible to operate in City of Long Beach Parks, you must forward a copy of the business license and insurance certificates to the address listed below. Upon approval of the insurance and verification of the license, your Company will be listed on the Department of Parks, Recreation and Marine's website - www.longbeach.gov/park.

**Department of Parks, Recreation and Marine
Contract Management Division
2760 N. Studebaker Road
Long Beach, CA 90815**